

How to Include Courtesy Notifications in a Formset

1. Create a submission in TurboCourt. From the 'Review and Submit Documents' screen, select the **Notifications** tab along the top.

The screenshot shows the 'eFile and eServe' interface. At the top, the 'Notifications' tab is selected. The main area displays case details: Form Set # 83463, Case # S8015CV201900015, Status Completed, Location Mohave - Superior Court, and Customer Email attorneytester1@gmail.com. It also shows filing fees and a 'Review / Edit Your Answers' button. A red box highlights the 'Notifications' tab in the top navigation bar.

2. The system will redirect the filer to a new window. Enter the email address(es) that should receive courtesy notifications, using a comma (,) to separate multiple addresses. Once entered, click **Save**.

The screenshot shows the 'Notifications' settings page. The 'Email Preferences' section is visible, with options for how to be notified. The 'Courtesy Notifications' section is highlighted with a red box. It includes the 'Organization Courtesy Notifications Inbox' (attorneytester@outlook.com) and a 'Send To' field for entering email addresses. A note states: 'Courtesy email messages will not include filed documents and this does not constitute service. Only filing details will be provided (case #, filing date, location, etc.)'. The 'Save' button is highlighted with a red box.